

## **INFORMATION FROM THE APPEALS DIVISION STATE PERSONNEL BOARD**

➤ **ON-LINE APPEALS HEARING SCHEDULE**

The Appeals Division is pleased to announce a new pilot: "On-line Hearing Schedule". You may access this schedule by going to the State Personnel Board's (SPB) website, <http://www.spb.ca.gov> ; on the left-hand side of the screen, under "SPB Divisions", click on the "Appeals Division"; on the left-hand side of the screen, click on "Pilot On-line Appeals Hearing Schedule", follow the on-line instructions to view the schedule.

➤ **CONTACT INFORMATION**

On an interim basis, for all *incoming contacts*, (call, mail, e-mail or fax, etc.) the Appeal Division's staff will no longer provide the names of appellants. This measure is being implemented in an effort to comply with a recent court decision regarding peace officers' privacy issues. It is, therefore, necessary for all persons to provide the SPB Case Number when making inquiries on case status.

If you do not have the SPB Case Number, staff will have to return the contact (call, mail, e-mail or fax, etc.) with the requested information. Staff will verify that you are an involved party, that the appellant is not a peace officer, and that your contact information is on file with the Appeals Division.

To assist in this effort, please complete the attached "Contact Information" form and return to the SPB, Appeals Division.

➤ **MAILING ADDRESS**

SPB has discontinued its post office (P.O.) box. Any mailings to SPB should be to the following address:

**State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814**

➤ **REQUEST FOR HEARING CONTINUANCE**

Please see next page.

## **REQUESTS FOR CONTINUANCE**

A request that the appeal's hearing be "continued" is a request that hearing be postponed to another day on the SPB Hearing Calendar. Requests for continuances are **discouraged** as it is common that the parties may not get another hearing date for two months.

All continuance requests must:

- be in writing;
- state the reason(s) why a continuance is being requested;
- state the position of the opposing party to the continuance request;
- waive the appellant's rights to the hearing timeframes pursuant to Government Code section 18671.1 for the time period of the continuance; and
- be sent to the opposing party's representative.

Requests Made More than 30 days from the Hearing Date: If **both** parties agree to the request, the Calendaring Clerk will automatically grant the request.

What Happens if the Opposing Part Objects to the Continuance Request: If the opposing party objects to the continuance request, the matter will be forwarded to the Calendaring Judge for decision.

Requests Made Less Than 30 days from the Hearing Date:

These requests are NOT automatically granted, even if both parties agree to the request. These requests are forwarded to the assigned Administrative Law Judge (ALJ) for determination. If an ALJ has not yet been assigned to hear the appeal, the continuance request will be forwarded to the Calendaring Judge for determination.

Requests for Continuance in Matters Scheduled for Subsequent Days of Hearing: If an appeal has already had its first day of hearing, all continuance requests must be directed to the assigned ALJ.

Calendaring Section's Facsimile: (916) 651-8949

Continuance Phone Line: (916) 653-2009

**CONTACT INFORMATION  
APPEALS DIVISION  
STATE PERSONNEL BOARD**

**SPB APPEALS CASE NUMBER:** \_\_\_\_\_

**CHECK AND COMPLETE YOUR INVOLVEMENT WITH THIS CASE:**

☐ **Appellant**

☐ **Appellant's Representative**

☐ **Departmental Representative**

☐ **Other** \_\_\_\_\_

**PLEASE COMPLETE THE INFORMATION BELOW:**

**Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**FAX Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Please submit the complete information to:**

**Mail:**        **State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814**

**Fax:**        **(916) 654-6055**

**E-Mail:**     **[Appeals@spb.ca.gov](mailto:Appeals@spb.ca.gov)**